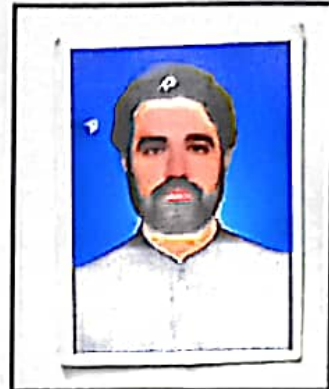


Chip Training & Consulting (Pvt) Ltd Application for Employment

Instructions:

Read the whole form carefully before starting to fill it in.
This form should be completed in ink, in candidate's own handwriting.
Attach copies (not originals) of all testimonials and certificates.
If space provided in the form for any particular information is inadequate,
Please attach additional sheets.
If any information given in this form is subsequently found to be incorrect, it will be
construed as a gross misconduct, liable to be punished by instant dismissal and other
disciplinary action as may be appropriate to the nature of misstatement.



Position applied for: Project Associate

1. PERSONAL INFORMATION

1.1	Full Name	Muhammad hanif
1.2	NIC No.	5440113223249
1.3	Date of Birth	04/02/1992
1.4	Father's Name	Abdul Sattar
1.5	Marital Status	Un-Married
	Spouse or next of Kin	
	No. of Children	
1.6	Permanent Address	Labour Colony Nawa Killi Quetta
1.7	Present Residential address	Malak Abdul Khaliq Road Nawa Killi Quetta
1.8	Phone Numbers	0300377007
1.9	E-mail address	Muhammadhanifkhilji@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	
Account No.	
Bank Name & Branch	

3. QUALIFICATIONS

Last year last two academic qualifications

Year	Institution	Cert / Degree obtained	Main Subjects	Grade / Div.
2019	UOB	M.A	ENGLISH	2nd
2017	UOB	B.SC	Computer science, Math, Statistics	2nd

4. PREVIOUS EMPLOYMENT

Give details of your present employment.

If you are currently unemployed, give these details in respect of the last employment held by you.

4.1	Name of the Employer	
4.2	Employer's Address	
4.3	Duration	
4.4	Your Last Job Title	
4.5	Main Duties	
4.6	Name & Title of your immediate boss	
4.7	Gross Monthly Pay	


5. PAST WORK EXPERIENCE

List all the previous jobs held by you, starting from the earliest.

From/ To	Employer's Name & Address	Designation	Main Duties
2 Years	Skill full grammar school	Computer Teacher	Teaching and Practical
3 Years	AL-Khidmat foundation	Field Mobilizer	Ration Distribution,
1 Year	Chip Consulting Training	Field Mobilizer	Contract Distribution, Verification

CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	Muhammad Hanif Khan
Position appointed to	Project Associate
Department and/or Location of Appointment	Chip Training & Consulting Pvt Ltd.
CNIC#	5440113223249
CNIC Expiry Date	22/04/2024
Date of Joining	22/01/2024
Date and Ref. No. of appointment letter	F-7.2-b-006-IF/SF/SK 19-01-2024
Name of the Supervisor	Muhammad Usman Khan
Designation of Supervisor	Project Officer
Supervisor's Comments	Mr. Hanef has joined office on 22-Jan-2024 as a project associate.
Supervisor's Signature	 22/1/23

Disclosure of Relationship / Kinship Form
(To be filled by Employee)

I Hanif S/D/W of Abdul Sattar holding CNIC: 5440113223249 designated as Project Associate at (city/district & Province) Quetta with CHIP Training & Consulting (Pvt.) Ltd. (CTC), do hereby declare as:

1. That none of my blood/close relations which may include inter alia parents, brother, sister, husband, wife, spouse, children, maternal and paternal uncle, aunt, niece, nephew, father/mother/sister-in-law or any other relationship which could come under the standard definition of "blood/close relations" is employed at CTC/Client's office
2. That, I shall be bound to declare - during my course of employment - if any of my above mentioned relationship is appointed at CTC/Client's office.
3. The following blood/close relation (as mentioned in the Article - 01 above) is employed in CTC.

Sr.No	Name	Designation	Organization	Dist./Province	Relation

Declaration: I do hereby solemnly affirm and declare that the information provided above is true, correct and nothing has been concealed therein.

Signature

Hanif
22-1-24

**PREVENTION AND REPORTING OF SEXUAL
EXPLOITATION, ABUSE AND HARASSMENT (PRSEAH)
POLICY**

CHIP Training & Consulting Pvt. Ltd

1. Policy Brief and Purpose

PRSEAH policy aims to safeguard employees of all sexes and gender identities from unwanted sexual advances (sexual exploitation & abuse and harassment) and provide them a safe and conducive working environment. It provides guidance to report actual or suspected incidents of any type of unwanted sexual advances and also explains how CTC address and handle complaints and take actions against offenders.

CTC has zero tolerance for any type of Sexual Exploitation and Abuse (SEAH) and Sexual Harassment (SH) at workplace. Additionally, CTC will not tolerate Sexual Exploitation and Abuse (SEAH) and Sexual Harassment (SH) of any nature from outside the company either from its stakeholders or vendors. CTC employees have an obligation to uphold high standards of personal and professional conduct and must not misuse their position and authority to exploit others.

2. Scope

- This policy applies to all employees of CTC or anyone working for and under any form of contract with company including interns, customers, contractors and consultants. The policy is applicable regardless of the location of the individual.

3. Policy Statement

Sexual Exploitation Abuse and Harassment- (SEAH) definitions

1. SE: Sexual Exploitation is defined as an attempted or actual misuse of authority over a vulnerable position having power differentials or trust, for sexual purposes, including, but not limited to, proposing monetary benefits, social or political incentives in the form of the sexual exploitation of another.
2. SA: Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
3. SH: Sexual Harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident or series of incidents. Sexual harassment may be deliberate, unsolicited and coercive. Both male and female colleagues can either be the victims or offenders. Sexual harassment may also occur outside the workplace and/or within working hours or even after working hours.
4. "Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

5. submission to such conduct is made either explicitly or implicitly
6. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the target individual
7. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The attempts of SEA and SH include but are not limited to:

8. Physical approaches or physical contact of sexual nature.
9. Generalized gender-based remarks and comments targeted at eliciting any kind of response from any particular person (s) from amongst the target audience.
10. Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement.
11. Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, or inappropriate comments about a person's clothing, manners, gestures, gait, smile or laughter.
12. Visual contact, such as ogling, leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals.
13. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention.
14. Invitation for meeting to inappropriate locations.
15. Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.
16. Continue to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

4. Core Principals Relating to Sexual Exploitation and Abuse and Sexual Harassment at Workplace

1. CTC will not tolerate acts of its employees and or anyone working for and under any form of contract with company that results in the sexual exploitation or abuse of child or adult, helps facilitate SEAH or where allegations of SEAH are ignored.
2. Sexual exploitation and abuse by CTC employees constitute acts of gross misconduct and are therefore grounds for disciplinary actions including termination of employment contract.
3. Sexual activity with children (persons under age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of child is not a defense.
4. Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited.
5. Any sexual relationship between CTC employees and anyone working in connection to CTC i.e. third party staff, contractors, vendors, consultants, that involves improper use of position and conduct is prohibited. Such relationships undermine the credibility and integrity of CTC employees.
6. If a CTC employee develops concerns or suspicions regarding sexual abuse or exploitation or harassment by a fellow employee, whether in the CTC or other organization, he or she shall report it as per prescribed reporting mechanism.

7. CTC employees are obliged to create and maintain an environment which prevents sexual exploitation, abuse and harassment and promotes the implementation of its code of conduct. Senior management and managers at all levels have collective responsibilities to support and develop systems which maintain this environment.
8. All staff members are expected to act with empathy, tolerance, sensitivity and mutual respect for diversity. They have the obligation to ensure that they do not engage in, condone, or tolerate behavior, which would constitute discrimination, harassment, sexual harassment, or abuse of authority.
9. CTC shall prevent SEAH and harassment incidents through implementation of this policy to safeguard its staff and stakeholders.

5. Reporting process for CTC Employees

- 5.1. Immediate supervisor or Manager:** Employees who believe that they have been subjected to any form of discrimination or harassment or who witnesses others being subjected to such harassment or discrimination are encouraged to first approach their immediate supervisor. This allows for a direct and immediate resolution within the work unit.
 - 5.2. CTC Management:** If an employee is uncomfortable reporting the incident to their supervisor, they have the option to approach any member of CTC management. This ensures employees have multiple avenues to seek assistance or file a complaint.
 - 5.3. HR Director:** Employees also have the option to report an incident directly to the HR Director. This step may be appropriate if the employees feel that their immediate supervisor or manager is involved in the harassment or if they prefer to involve HR from the outset.
 - 5.4. CTC Disciplinary and Complaint Management:** Another option available to employees is to report an incident through various channels, including email, phone call, hotline or, through clients. Staff working on disciplinary and investigation functions specializes in handling and investigating complaints related to harassment and discrimination. They guide employees through the reporting process and ensure a thorough investigation takes place.
6. **Confidentiality and Secrecy:** The matter is treated with confidentiality, meaning that the information shared during the investigation is kept private and disclosed only to those directly involved in the investigation process. This approach helps protect the privacy and well-being of all parties involved.
 7. **Remedial Actions:** Upon completing the investigation, the focal person of harassment in consultation with the relevant stakeholders, may determine appropriate remedial action. These actions can include various measures such as counselling, training, intervention, mediation, or disciplinary action. The severity of the action taken may depend upon the seriousness of the offence.
 8. **False Accusation or Good Faith complaint:** It is crucial to recognize that complaints made in good faith, even if found to be unsubstantiated. This ensures that employees feel encouraged and come forward without fear of retaliation to register a complaint, as long as their complaints are genuine and without any malicious intent.
 9. **Penalties for SEAH**
The consequences for employees found guilty of sexual harassment (excluding sexual assault, for which they will be dismissed) are as follows:

- a. Demotion.
- b. Written warning.
- c. Suspension
- d. Negative performance review.
- e. Denial of promotion and/or salary increases for one year.
- f. Dismissal for repeat offence

10. Investigation Mechanism for SEAH Complaints

10.1. Complainant Submission: Complainant can submit their complaint via email or phone providing their name, designation, and work location. This enables complaint officer to contact and proceed with the matter.

10.2. Initial Assessment: The Disciplinary and complaint management Associate will review the case to determine if the complaints fall under the purview of sexual harassment. This assessment should ideally be completed within two days from the receipt of complaint. If the CMA determines that the allegation constitutes an act of harassment, the case is forwarded to the complaint committee for further investigation.

10.3. Investigation and Reporting: the complaint committee is responsible for conducting a timely investigation into the complaint. They should submit a written report with their findings and recommendation to the HR Head and the relevant client focal person within 10 days from the receipt of the complaint. The HR Head then ensures appropriate corrective action is taken based on the recommendation provided by the committee.

10.4. Corrective Action: the corrective actions may vary depending on the specific circumstances of the case. This may include:

- a. Formal apology
- b. Counselling
- c. Written warning
- d. Transfer of position
- e. Suspension and termination

10.5. False complaint: if the complaint is found to be false, appropriate action may be taken against the complainant by the management, adhering to due process.

11. Inquiry Committee

11.1. Investigation and Adjudication: The inquiry committee is responsible for thoroughly investigating and making decisions on complaints received related to the violation of the policy. Their role involves gathering relevant information, interviewing involved parties, examining evidences, and reaching a conclusion based on the investigation's findings.

11.2. Committee Composition: the committee consists of 3 to 5 members with at least one member being female and the other member from senior management either from the Head office or Regional office.

11.3. Desired qualities: Committee members are chosen for their principled, fair, credible and their gender-sensitive characteristics. They are expected to demonstrate strong personal integrity, making decisions based on facts without any pressure from colleagues, friends, or seniors and should have no conflict of interest concerning the specific case they handle.

11.4. Training and Support: CTC provides training to the inquiry committee members on investigation techniques and the prohibited acts outline in the policy. Additionally, Compliant Management Associate role is to assist the committee, it includes organizing the meeting, serving as a liaison between inquiry committee and involved parties, maintaining records and updating a database to track complaint processing.

12. External Victims/Harassers

1. If any person outside CTC is believed to be the victim of sexual abuse and exploitation or harassment, the victim will be guided and referred to the concerned department for dealing with the matter.
2. If any person outside CTC is believed to be the harasser, CTC will take up the case and will report it to the concerned department/organization.

13. Review Process

This policy will be reviewed every year by the HR Team in consultation with the Managing Director and the directors of the concerned departments, unless an earlier need is identified by Management, or HR.

Annex 1

Degrees of Harassment	
Serious	Minor
Sexually suggestive written comments including verbal, message sent through SMS	An argument between two involving yelling / shouting.
Unwelcome sexual advances of any sort;	Use of derogatory, racial, discriminatory remarks of less intensity
Serious discrimination in allocating work based on gender, caste, religion. Nepotism and undue influence.	Insulting by making personal remarks
Physical Abuse (pushing or any other means of inflicting physical harm)	Deliberate lack of Supervision Or poor supervisor's attitude
Blackmailing and Exploitation.	
Repeatedly instigating someone to react by indulging them in baseless arguments	
Use of abusive language	
Slandering, Bullying	
Abuse of authority (asking for non-sexual favors)	Intentionally providing misinformation to the senior supervisor.
Collecting fines from subordinate staff under duress.	
Promising recruitment, promotion, increments for sexual or non-sexual favours.	
Abuse of authority (sexual favours) i.e., Threatening loss of job/ wrongly reporting where staff fails to accept request for date / sex or any other favours. Retaliation.	
Intentional and unwanted physical contact that makes the staff uncomfortable such as touching, grabbing etc. Repeated bullying	
Victimized for lodging a formal complaint.	Misuse of power for granting excessive or unnecessary leaves (3 or less days) or anything in which his/her approval is required

Annex-2

CTC PRSEAH Acknowledgement Form

Name of Employee/Consultant/ Vendor/ Enumerator: Muhamad Hanif
Position: Project Associate
Department: CBs-Staff Management

I have received, read and I fully understand the CTC PRSEAH policy included in the CTC ESR manual.

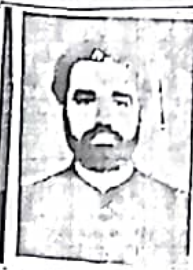
I understand its contents and agree to comply with the guidelines set out in the subject policy and understand that failure to comply may result in disciplinary or legal action(s).

Date: 22-01-24 Signature: [Signature]

Please sign and return to HR Team. This document will be filed in the personal file.



INTERMEDIATE & SECONDARY
EDUCATION QUETTA.
SCHOOL CERTIFICATE
SCIENCE GROUP PART I & II



CARD NUMBER: 27917

EXAMINATION: ANNUAL 2010

MUHAMMAD HANIF

FATHER'S NAME: ABDUL SATTAR

SUBJECTS	PART - I MARKS OBTAINED	PART - II MARKS OBTAINED	AGGREGATE MARKS OBTAINED	AGGREGATE MARKS REQUIRED	MARKS OBTAINED
URDU	39	43	82	49	110
ENGLISH	45	38	83	49	150
ISLAMIAT/ETHICS (compulsory)	28	XXX	28	25	75
PAKISTAN STUDIES	XXX	48	48	25	73
MATHEMATICS	42	35	77	49	150
PHYSICS	Theory	21	45	42 XXX	26 XXX
	Practical	04	07	11	9 XXX
CHEMISTRY	Theory	49	50	99	42 XXX
	Practical	05	07	12	8 XXX
Biology	Theory	42	37	79	42
	Practical	05	08	13	8
TOTAL =====>			596		

MARKS OBTAINED: (in words) Five Hundred Ninety Six

GRADE: C (GOOD)

GENERAL REMARKS:

PASS

DATE OF BIRTH (In Figures) 04/02/1992

(In Words) Forth February Nintean Ninty Two

Date: 19-July-2010

Checked by

Deputy Head of Result

Note:- Errors & Omissions excepted. This result card is issued as a notice only. An entry appearing in it does not itself confer any degree independently to the grant of a proper certificate, which will be issued under regulation in due course.



**BALUCHISTAN BOARD OF INTERMEDIATE AND
SECONDARY EDUCATION, QUETTA.**

HIGHER SECONDARY SCHOOL CERTIFICATE

Result Card of Science General Group Part I & II

ROLL NUMBER: 62846

REGISTRATION NUMBER: 19155/2011

NAME OF CANDIDATE: MUHAMMAD HANIF KHAN

FATHER'S NAME: ABDUL SATTAR

CARD NUMBER: 00395

Examination: ANNUAL, 2012

Subjects		Part-I Marks Obtained	Part-II Marks Obtained	Aggregate Marks Obtained	Aggregate Required	Maximum Marks
Urdu		46	38	84	66	200
English		38	49	87	66	200
Physics	Th	28	39	67	56	170
	Pr	06	08	14	10	30
Computer	Th	35	47	82	50	150
	Pr	09	04	13+3=16	16	50
Mathematics		37	33	70	66	200
Isl/Edu/Ethics		30	XXXX	30	17	50
Pak/Std		XXXX	28	28	17	50
T O T A L =====>				478	364	1100

Marks Obtained: (in word) Four Hundred Seventy Eight

Division Obtained THIRD

General Remarks: PASS

Date of Issue: 9th September, 2012

Checked by

MA
Deputy Controller Result

Note: Errors & omissions excepted. This result card is issued as a notice only. An entry appearing in it does not itself confer any right or privilege independently to the grant of a proper certificate, which will be issued under regulation in due course.

University of Balochistan, Quetta

No. 014341

EXAMINATION - (CERTIFICATES) BRANCH DETAILED MARKS CERTIFICATE

ROLL NO.	73283	REGISTRATION NO.	2010/UB-2014/B-56789
NAME & FATHER'S NAME:	MOHAMMAD HANIF KHAN S/O ABUL SATTAR		
NAME OF EXAMINATION:	Bachelor of Science		
Status:	Ex-Student	Supplementary - 2016, after Fourth attempt.	

COURSE STUDIES

S.NO.	TITLE	MARKS OBTAINED	MAXIMUM MARKS
1-	ENGLISH	48	100
2-	ISLAMIC EDUCATION	21	50
3-	PAKISTAN STUDIES	23	50
4-	MATHEMATICS A/C	85	100
5-	STATISTICS	92	100
6-	COMPUTER SCIENCE	115	200
TOTAL	Three Hundred Eighty Four Only	384	500

DIVISION	Second
PREPARED BY	<i>[Signature]</i>
CHECKED BY	<i>[Signature]</i>
Result Declared On	14-08-2017

Securing 60% & Above is 1st
Securing 45% less 60% is 2nd

[Signature]
Assistant Controller of Examinations
(CERTIFICATES)
University of Balochistan, Quetta



Errors and Omissions are Sanctioned

Name: MOHAMMAD HANIF KHAN
 Father's Name: ABDUL SATTAH
 Program Name: M.A/M.L.I.B/M.Sc
 Exam Name: M.A/M.L.I.B/M.Sc-2020 (ANNUAL)

Reg No. 2010UO-14/D-56709
 CNIC No. 6440113223249
 Discipline: ENGLISH
 Roll No. 6329

Paper Name	Paper Type	Obtain Marks	Total Marks	Remarks
Part I				
V FUNCTIONAL ENGLISH	THEORY	20	50	PASS
IV NOVEL	THEORY	55	100	PASS
III DRAMA	THEORY	69	100	PASS
II CLASSICAL POETRY	THEORY	40	100	PASS
I BACKGROUND OF ENGLISH LITERATURE	THEORY	55	100	PASS
Part II				
VI ROMANTIC POETRY	THEORY	43	100	PASS
VII PROSE	THEORY	40	100	PASS
VIII CRITICISM	THEORY	40	100	PASS
IX ESSAY ON LITERARY TOPIC - FOR PRIVATE CANDIDATES	THEORY	42	100	PASS
Grand Total		404	850	
Final Remarks:		Activate Windows Go to Settings to activate Windows.		
Division:		2 nd		

نمبر 042881



لوکل سرٹیفکیٹ

ڈپٹی کمشنر کوئٹہ

3686
86/7/17

12/01/2008 تاریخ اجراء

57

والدہ ادا والدہ ازدواج کے پہلے سے جاری شدہ لوکل سرٹیفکیٹ نمبر

12-07-2017

59/61 / میٹرن تاریخ

BL-QTA-1079-1-SS5050-01

نمبر

تصدیق کی جاتی ہے کہ

5440113223249

شاختی کارڈ نمبر

محمد صلیف

موسیٰ

5440083802583

شاختی کارڈ نمبر

عبدالستار

والد

نواکلی

یونین کونسل

محلہ آخری اسٹاپ ملک عبدالجبار روفہ پوسٹ آفس نواکلی

سکس

منسلک کوئٹہ کا مستقل باشندہ ہے۔

شی

جمعی

سے تعلق رکھتا ہے

کی ذیلی شاخ اندر

غلمی

دو توہم

جس کا سرکردہ نواب سلمان خان غلمی

5440150679469

شاختی کارڈ نمبر

ازداداتی حیثیت غیر شادی شدہ

اگر پہلے سے حاصل شدہ لوکل سرٹیفکیٹ جو کہ بعد ازاں منسوخ کیا گیا ہو اس کی تصدیق

تاریخ اجراء

سرٹیفکیٹ نمبر

منسلک

تفصیل / فرد زندان / ادنیٰ پتہ

نمبر شاخ	نام	والد کا نام	والدہ کا نام	رشتہ	تاریخ پیدائش	پیدائش کا منسلک ملک

(Handwritten signature)

یہ سرٹیفکیٹ جاری کیا گیا ہے

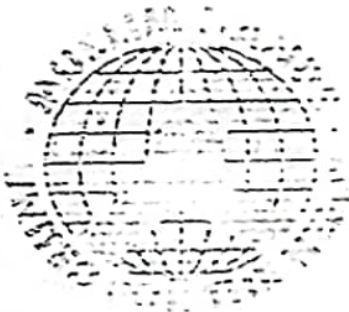
ایڈیشنل ڈپٹی کمشنر کوئٹہ



BL-QTA-1079-1-SS5050-01



011941



MUSLIM HANDS
INFORMATICS

www.mhiqetta.com
www.muslimhands.org
23/4-A, New Algilani Street,
Zarghoon Road, Quetta
Ph. (081) 2824707

MUSLIM HANDS INFORMATICS.

It is certified that

MOHAMMAD HANIF

S/O

ABDUL SATTAR

Has Successfully Completed All the Requirements For
DIPLOMA IN INFORMATION TECHNOLOGY

It is a Skill Development Program

Sponsored by

Muslim Hands International (UK)

ISO CERTIFIED 1st AUG 2004

Following are the parts of the course

Operating Systems, MS

Office, Web Development,

Graphics Designing, Networking, Internet, Object Oriented Programming

This Certificate is earned during.

1st September, 2014 - - - - - 1st March, 2015

He has got 89 % Marks securing D Grade in Final exam



Syed
DIRECTOR

Muslim Hands Informatics
Quetta

Deputy Director
Muslim Hands Informatics
Quetta-Pakistan.

Asset Handover Form

Name of Employee: Mr. Hanif
Department: PTTP-CBV
Asset hand over Date: 22-01-2024

Details of Assets

Sr No.	Description of Assets	Asset Code	Qty	Remarks
1	Desktop ProOne 600	CZC5293BP3	1	Working
2	HP Laser Jet Pro MFPM26nw Printer	CNB6K392GS	1	Functional
3	SIM Card	+923497760647	1	Functional
4				
5				

Confirmed by Admin Officer: Saad Rauf 22-01-2024
Name Date Signature
Hand over by Saad Rauf 22-01-2024
Name Date Signature

Instructions: Any loss of official Assets, irrespective of carrying value, shall be informed immediately to the CTC HR or Admin. The concerned staff must present a police report (FIR) in case of loss of asset in their custody due to theft, robbery or any acts of vandalism. PSB will review the case and will decide about the further action.

Recovery will be made on the book value during the useful life of Equipment. In case asset is damage, lost, Stolen or Not Found after its useful life, Higher of both i.e. (20% of Purchasing Value and market value) should be charged.

Acknowledgement and Declaration by Employee

I, Mr/Ms. Hanif Khan hereby acknowledge that I have received the above-mentioned assets. I understand that this asset belongs to company and is under my possession for carrying out my official work. I assume that I will take care of the assets of the company to the best possible extend.

Signed by Employee: Hanif 22-01-24 Hanif
Name Date Signature